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PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

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***A204 - Test Summary Report Coversheet***

<b>System:</b>	<b>Item Number:</b> A204
<b>Title:</b> Test Summary Report	
<b>RFP Reference:</b> Section VI Part 3, Q.5	
<b>Date of Submission:</b> <ul style="list-style-type: none"><li>• Ten (10) days after each type of testing being performed.</li><li>• Updates as needed.</li></ul>	
<b>Distribution:</b> <ul style="list-style-type: none"><li>• CDCR: 1 copy along with a magnetic media containing MS Office format copy</li><li>• V&amp;V: 1 copy along with a magnetic media containing MS Office format copy.</li></ul>	
<b>Approval:</b> CDCR written approval is required.	
<b>Comment:</b> Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
<b>Preparation Instructions:</b> The Contractor shall provide this document according to the standards defined in the documentation plan.  The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.	

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## ***Test Summary Report Template***

The Test Summary Report documents and outlines the results of all testing efforts. The report shall summarize all testing activities and provides an evaluation based on the test results.

### **1.0 INTRODUCTION**

#### **1.1 Scope**

Define the boundaries of the Test Summary Report. Include all testing facets documented in the Test and Evaluation Master Plan (TEMP) as well as the outcome of the individual test cases.

#### **1.2 Purpose**

Explain the reason for completing the Test Summary Report for this project.

### **2.0 ROLES AND RESPONSIBILITIES**

Describe each project team member and stakeholder involved in the test summary, and identify their associated responsibilities for ensuring the test summary is prepared appropriately.

### **3.0 SUMMARY**

Summarize the overall process used to complete the test plan. Information should include: identification of the items tested, their version/revision level, and the association to the appropriate test case plan; the total number of test packets and number of test cases that were accomplished; a list of the artifacts produced as a result of the testing effort; description of the environment where the testing occurred.

### **4.0 VARIANCES**

Indicate the number of incident reports generated from the testing effort. Specify the nature of the incidence and the reason for the occurrence. Explain the correction efforts made to alleviate the event from reoccurring.

### **5.0 COMPREHENSIVE ASSESSMENT**

Evaluate whether the testing process included all aspects of the TEMP. Identify features or feature combinations that were not sufficiently tested, and explain the reasons.

### **6.0 SUMMARY OF RESULTS**

Summarize the results of the testing. Information should include: number of test packets; number of test cases per packet; total number of test cases; number of tests passed; number of tests failed; number of incidents; identity of all resolved incidents

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and summary of their resolutions; identity of all unresolved incidents; number of defects; number of defects resolved; and number of defects unresolved.

**7.0 EVALUATION**

Provide an overall evaluation of each test item including its limitations. This evaluation must be based upon the test results and the item level pass/fail criteria. An estimate of failure risk may be included.

**8.0 SUMMARY OF ACTIVITIES**

Summarize the resources and actual time used to complete the major testing activities and events. Include: total number of staff; total lab setup time; total hours for test planning; total hours for test execution; total hours for Test Summary Report development; and total hours for testing effort.

**9.0 APPROVALS**

Identify the names and titles of all persons who must approve this report. Include space for signatures and approval dates.